



ADMINISTRATION OF MEDICATION POLICY

| | | | |
|--|---|-------------------------------|-----------|
| Purpose: | The purpose of this Policy is to ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities. | | |
| Scope: | This Policy is to be adhered to by all stakeholders which include all staff, directors, managers, workers, parents, students, volunteers, contractors, suppliers and visitors at the College. | | |
| References and Legislation: | <ul style="list-style-type: none">• <i>Work Health and Safety Act 2011 (Qld)</i>• <i>Privacy Act 1988 (Cth)</i>• <i>Health (Drugs and Poisons) Regulation 1996 (Qld) sections 18(3), 30(2)</i>• <i>Work Health and Safety Regulation 2011 section 42</i>• <i>DET Administration of Medication in Schools Policy Version 5.0</i>• <i>First Aid in the Workplace Code of Practice 2021 (Qld)</i> | | |
| Ormiston College Related Documents: | <ul style="list-style-type: none">• First Aid Policy• Privacy Policy• Workplace Health and Safety Policy• Infection Control Policy• Administration of Medication Procedure• Medication Administration Skills Checklist• Medical Details Form• Substance Management Plan (Medications) | | |
| Policy Owner: | College Governing Body | Version: | V290623 |
| Status: | Approved | Supersedes: | V041022 |
| To be reviewed: | Every 2 years | Next Review Date: | June 2025 |
| Authorised by: | BRETT WEBSTER | Date of Authorisation: | 1/09/2023 |
| Signature: | | | |

Once printed this is an uncontrolled document

POLICY STATEMENT

Ormiston College is committed to ensuring that all students have access to a reasonable standard of support for their health needs whilst attending the College, both on campus and for off campus activities.

Ormiston College employs a Registered Nurse who is located in the Health Centre. The College Nurse is onsite from 8.00am to 4.15pm Monday to Friday. The College Nurse administers any required medication and also trains Staff to administer over-the-counter medications and emergency medication.

Ormiston College is committed to ensuring that reasonable care is taken to minimise potential harm to students when administering medications at school.

DEFINITIONS

- **Prescription Medication** – prescribed by a Medical Practitioner - Schedule 4 and Schedule 8
- **Non-prescription Medication** – over-the-counter medications available without a prescription - Schedule 2 and Schedule 3
- **Routine Medication** – medication administered on a regular basis for a diagnosed medical condition.
- **Non-routine Medication** – medication administered as required for a short period of time.
- **Emergency Medication** – administered in the case of an emergency only. Adrenaline Auto Injector (EpiPen, Anapen) and Salbutamol.

Some examples may include:

- Prescription/routine: Methylphenidate, Dexamphetamine (ADHD)
- Prescription/non-routine: Antibiotics
- Prescription/emergency: Adrenaline auto injector (EpiPen)
- Non-prescription/non-routine: Paracetamol, Ibuprofen, Antihistamine
- Non-prescription/emergency: Salbutamol

DOCUMENTATION AND ADMINISTRATION OF MEDICATION

Prescription Medication

In all cases, the medication is to be provided to the College Nurse in its original packaging, within its expiry date and with the Pharmacist's label providing:

- Medication name
- Medication strength
- Name of person who the medication is prescribed for
- Dose prescribed
- Frequency
- Route of administration
- Duration required
- Prescribing Doctor

Once printed this is an uncontrolled document

Parents and/or guardians are required to complete an Administration of Medication Consent Form (see *APPENDIX A*) for all non-routine medication, both prescription and non-prescription.

If any changes occur to the prescription dose or frequency, a new Administration of Medication Consent Form must be completed.

The College Nurse is required by law to administer prescription medication exactly as prescribed by the doctor. The College Nurse will follow the Administration of Medication Consent Form and the medication prescription label to administer the medication.

The administration of the medication will be documented in the student's electronic medical record. Schedule 8 Medication is to be documented in the Controlled Drugs Register.

Ormiston College will only store and dispense prescribed Schedule 8 Medications for ongoing diagnosed conditions such as ADHD. The parent of a student requiring prescription analgesia that is a Schedule 8 Medication will be required to submit a medication request in writing to the College Nurse and the relevant Head of School for approval. In these limited circumstances, a letter from the treating doctor will be required, stating the need for this medication to be taken whilst the student is at school.

It is the parents' responsibility to ensure that the medication provided to the school to administer to the student is within its expiry date.

Any remaining prescription medication should be collected by the parent/caregiver when it is no longer required.

Herbal preparations, vitamin supplements or natural remedies will not be administered at the College.

Non-Prescription or Over the Counter Medication

It is a requirement of Ormiston College that permission to give any non-emergency medication be obtained prior to administering the medication.

During the enrolment process, the parent and or guardian should complete the Medication Details and Consent Form. This allows the College Nurse to administer the appropriate medication. Parents can change or update the medication consent at any time through their Parent Lounge Portal.

Parents and/or guardians are required to complete an Administration of Medication Consent Form for all non-routine medication, both prescription and non-prescription.

Ormiston College requires the process above for non-prescription, non-routine medication to be followed for the administration of Paracetamol, Ibuprofen, and Antihistamines. The parent will be contacted if medication is required and no permission to administer has been given.

Ormiston College will keep the following records as outlined in the Ormiston College Administration of Medication Procedure:

- Requests from medical practitioners and/or parents to administer medication.

- Documentation of the administration of the medication including medication name, form, dose, date and time.
- Individual student Action Plans, Emergency Plans and Medical Management Plans, as required.

Ormiston College will store any relevant medical information and documents in the student's electronic medical record on TASS considering the *Australian Privacy Principles*.

Self-administration of Medication by Students

Self-administration may apply to students who are assessed by their parents and medical practitioner as capable and as approved by the Headmaster or relevant Head of School, in conjunction with the College Nurse.

Any students with a serious medical condition are required to inform the College Nurse to discuss their medical condition and the self-administration of any medication. An example is a student with insulin dependent diabetes who has an insulin pump or self-administers insulin.

Students are encouraged not to carry medication except for:

- Adrenaline Auto injector (EpiPen)
- Salbutamol (Ventolin)
- Insulin
- Anti-Convulsant Medication for Epilepsy
- Pre-approved medication (Migraine medication)

Storing Medication

All non-emergency Schedule 2 Medication will be kept in a non-portable, secure storage space reserved for medications only, with authorised access only, as outlined in the Ormiston College Administration of Medication Procedure.

All Schedule 8 Medication such as Methylphenidate or Dexamphetamine used for ADHD will be kept in a locked cupboard separate to Schedule 2 Medications. The College Nurse and a select number of trained staff have access to this medication.

All emergency medication will be kept in a safe, unlocked location where it is easily accessible to the authorised student and all staff, as outlined in the Ormiston College Administration of Medication Procedure.

There are Emergency Medication Kits located throughout the College which contain:

- Adrenaline Auto Injector (EpiPen)
- Salbutamol inhaler with disposable spacer
- Fast acting glucose (glucose gel or jellybeans)

Expired Medication

Staff must check that a medication is within its expiry date when administering it. When a medication is approaching its expiry date, the parents will be notified. Expired medication should not be administered.

IMPLEMENTATION

Staff Training

Ormiston College will ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health plans. All College staff are required to have a current first aid qualification for the administration of emergency medication.

College Responsibilities

Ormiston College acknowledges its responsibility to:

- Administer medication to students in line with this Policy to help ensure that students have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.
- Support students to self-administer medication when appropriate and approved.
- Document administration of medication and keep appropriate records.
- Store student medical information appropriately.
- Store all medication securely.
- Provide a safe means of disposing of any sharps and unused, unclaimed or expired medication.
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to individual health management plans.

Staff Responsibilities

Ormiston College employees have a responsibility when administering medication to:

- Attend any training required by Ormiston College to enable them to safely administer medication.
- Act in line with this Policy to ensure safe administration of medication to students.
- Follow the medication label for the correct administration of medication.

Parent Responsibilities

Ormiston College parents have a responsibility to:

- Submit the appropriate documentation when requesting the school to administer medication to their child.
- Submit any other medical information or records required by the school to administer medication to their child.
- Ensure that the medication provided to the school to administer to their child is within its expiry date.

COMPLIANCE and MONITORING

Completed Administration of Medication Consent Forms will be saved and attached to the student's electronic medical record by the College Nurse.

Ormiston College will ensure that copies of this Policy and any related Procedures are readily accessible.

Once printed this is an uncontrolled document

ORMISTON COLLEGE



ADMINISTRATION OF MEDICATION CONSENT FORM

Name: _____ Date of Birth: _____ Class: _____

Medication: _____

Dose: _____

Frequency: As required or
 Regular dose every _____ hours or
 Regular dose set time _____ am/pm _____ am/pm

Start Date: _____ End Date: _____ or ongoing

The administration of any new medications is to be commenced at home in case of any allergic reactions or adverse effects.

Duration of Prescription: _____

Prescribing Doctor: _____

Indication for Use: _____

I consent to authorised Ormiston College staff administering the above medication to my child as directed on the prescription.

Parent Name: _____

Signature: _____ Date: _____

OFFICE

The medication supplied corresponds with the details on this form.

Staff Name: _____

Signature: _____ Date: _____

NB. This form is to be scanned and attached to the student's electronic medical record.

Authorised Ormiston College staff will document medication administration in the student's electronic medical record in accordance with the Ormiston College Administration of Medication Policy.